**Contract Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Contract Attorney to perform the legal review, drafting, and negotiations for various business areas on a wide range of topics and with various types of vendors.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Review, draft and negotiate contracts with various business areas.
* Advise management and other internal stakeholders of the corporation and its subsidiaries on various legal risks and issues.
* Act as a resource to Procurement in supporting the enterprise-wide contracting function.
* Advice on the interpretation and application of provisions in commercial and federal government contracts.
* Perform legal research and analysis on various legal issues affecting the corporation and its subsidiaries.
* Provide support to Corporate Counsel, Regulatory Compliance, and [insert company name]
* Privacy Office with various projects.
* Use contract management software to track legal review of contracts and underlying risks and issues.

### About you

* Law degree from an accredited law school
* Member of State Bar of [insert name of State] in good standing, required upon hire
* [insert number] or more years of experience with legal contract review, drafting, and negotiations
* Government contract experience preferred
* Contract management experience preferred

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]